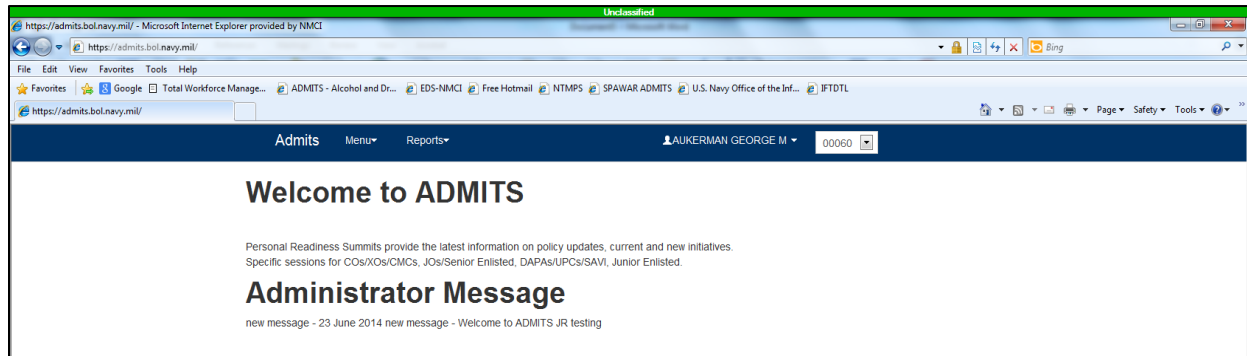


How to Log In to ADMITS

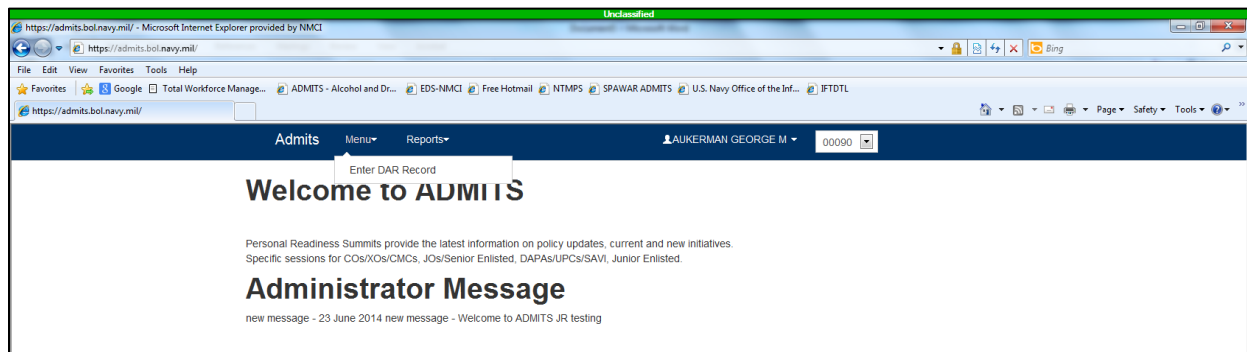
1. All users must log in to www.bol.navy.mil.
2. Next, click on the ADMITS link.
3. All users will be sent to the ADMITS homepage.



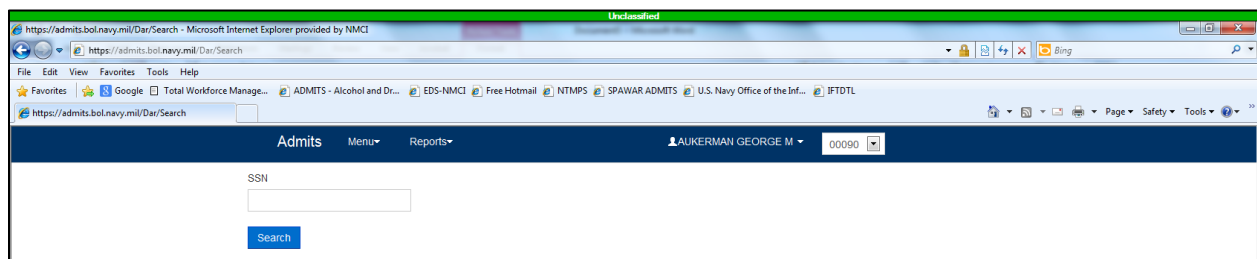
4. Users with active accounts will be able to access reports and menu options.

How to Create a DAR

1. Go to the “Menu” tab and click on “Create DAR”.



2. Enter the SSN of the member and click on search.

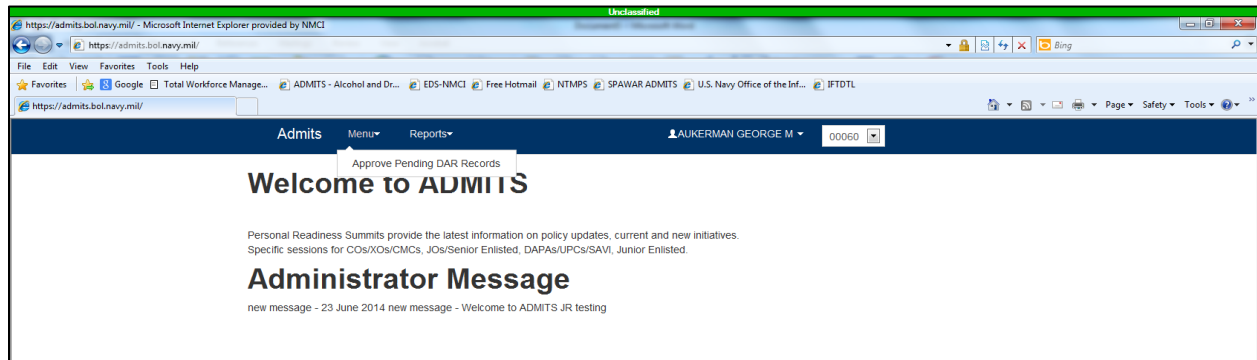


3. Select “New Record” or “Edit” to edit a record that you have created.
4. Select the appropriate options from the drop down menu to complete the DAR.
5. Enter a description the incident in the “Comments” section.
6. Select “Save Report”.

7. Saving the report will send the report to “Approve Pending DAR Records” for approval.

How to Approve a DAR

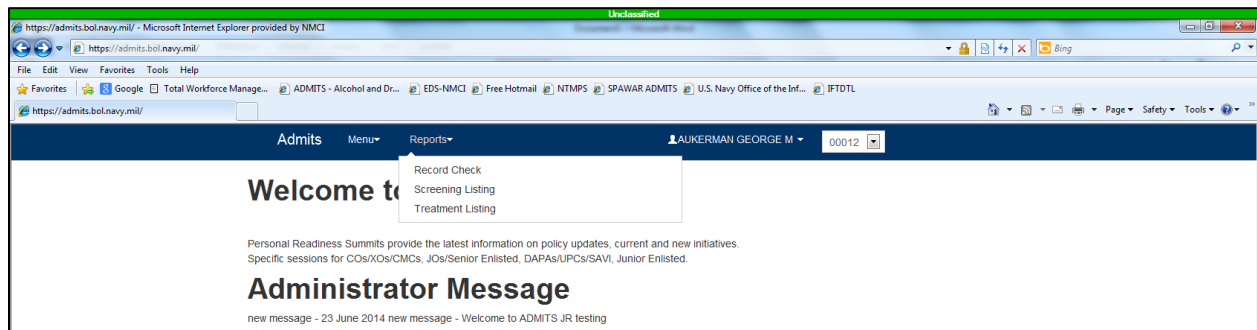
1. Go to the “Menu” tab and click on “Approve Pending DAR Records”.



2. Note that a list of DARs waiting to be approved will be displayed.
3. Select from “View”, “Approve”, or “Delete”.
4. Selecting “Approve” will display a dialog box prompting the Commanding Officer to enter their name and select the “Approve” box. Note that the Commanding Officer’s name is entered when the approval authorization has been delegated, not the name of the individual approving the DAR.
5. The DAR is now approved. There is no need to fax the document to NADAP.

How to conduct a Record Check

1. Go to the “Reports” tab and click on “Record Check”.



2. Enter the member’s SSN in the dialog box and click on “submit”.

Unclassified

https://admits.bol.navy.mil/RecordCheck/Search - Microsoft Internet Explorer provided by NMCI

https://admits.bol.navy.mil/RecordCheck/Search

File Edit View Favorites Tools Help

Google Total Workforce Manage... ADMITS - Alcohol and Dr... EDS-NMCI Free Hotmail NTMPS SPAWAR ADMITS U.S. Navy Office of the Inf... IPTDTL

https://admits.bol.navy.mil/RecordCheck/Search

Admits Menu Reports

AUKERMAN GEORGE M 00012

SSN

submit

3. A record of Laboratory Positives, Approved DARs, Screenings, Treatments, and Training will be displayed for the selected UIC.

ADMITS POC

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